

# WROXHAM PARISH COUNCIL



## **PUBLICATION SCHEME** (Required by the Freedom of Information Act 2000)

Reviewed and approved at the Wroxham Parish meeting held on 9th June 2022  
To be reviewed again June 2024

## 1. Model Publication Scheme

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

1.1 This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

1.2 The scheme commits an authority:

1.2.1 To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.

1.2.2 To specify the information which is held by the authority and falls within the classifications below.

1.2.3 To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.

1.2.4 To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.

1.2.5 To review and update on a regular basis the information the authority makes available under this scheme.

1.2.6 To produce a schedule of any fees charged for access to information which is made proactively available.

1.2.7 To make this publication scheme available to the public.

## 2. Classes of Information

2.1 Who we are and what we do. Organisational information, locations and contacts, constitutional and legal governance.

2.2 What we spend and how we spend it. Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

2.3 What our priorities are and how we are doing. Strategy and performance information, plans, assessments, inspections and reviews.

2.4 How we make decisions. Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

2.5 Our policies and procedures. Current written protocols for delivering our functions and responsibilities.

2.6 Lists and Registers. Information held in registers required by law and other lists and registers relating to the functions of the authority.

2.7 The Services we Offer. Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

2.8 The classes of information will not generally include:

2.8.1 Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.

2.8.2 Information in draft form.

2.8.3 Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

3. The method by which information published under this scheme will be made available.

3.1 The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

3.2 In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

3.3 Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

3.4 Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

#### 4.0 Charges which may be made for Information published under this scheme.

4.1 The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- a) photocopying
- b) postage and packaging
- c) the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

The Parish Council reserve the right to charge a 'reasonable fee' for the administrative costs of complying with a request if it is manifestly unfounded or excessive, or if an individual requests further copies of their data. (as per ICO Right of Access information - <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-of-access/#fee>)

5.0 Written Requests Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act 2000.

## Information available from Wroxham Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members	Website	Free
Location of main Council office and accessibility details	n/a	
Staffing structure	n/a	
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual return form and report by auditor	Website	Free
Finalised budget	Website	Free
Precept	Website	Free
Borrowing Approval letter	n/a	

Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Hard copy - contact Clerk	20p/page (BW)
Members' allowances and expenses	As per minutes – on the website	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	n/a	
Annual Report to Parish	Website – Annual Parish meeting minutes	Free
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Timetable of meetings	Website	
Agendas of meetings	Website	
Minutes of meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	

Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	hard copy - contact Clerk	20p/page (BW)
Responses to consultation papers	as per minutes	
Responses to planning applications	as per minutes	
Bye-laws	n/a	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business:  Procedural standing orders Code of Conduct	Website	Free
Complaints procedures (including those covering requests for information and operating the publication scheme)	Wip	
Records management policies (records retention, destruction and archive)	see Standing Orders	
Schedule of charges (for the publication of information)	see below	
<b>Class 6 – Lists and Registers</b>		
Assets register	Hard copy - contact Clerk	20p/page (BW)
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	See Broadland District Council website	

Register of members' interests	See Broadland District Council website	
Register of gifts and hospitality	as per minutes	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	n/a	
Burial grounds and closed churchyards	Wroxham Cemetery, St Mary's closed churchyard, War Memorial	
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	Caen Meadow & Trafford Memorial Ground, Agnes Gardener Playground, Keys Hill Wood.	
Street spaces	Includes grass cutting verges & footpaths; emptying & maintaining litter & dog poo bins; powering & maintaining footway lighting; maintaining bus shelters, noticeboards, defibrillator, SAM2's, village signs & benches; providing a village Christmas tree.	
Markets	n/a	
Public conveniences	n/a	



Agency agreements	n/a	
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**Contact details:**

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 Clerk & RFO to the Parish Council  
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 07341 873375

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 20p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	n/a	
<b>Other</b>	n/a	